

## POLICY FOR E-FUND ADVANCE

7549

(Revised 1996)

When it has been determined that there is a need for a one-time pre-incident purchase or that a permanent cache of emergency incident related items must be established, the region chief or deputy director is the authorized individual to make this request. A letter must be written to the Accounting Office identifying the item, specified purpose, justification for the advance and the dollar amount requested.

## PROCEDURE FOR USE OF E-FUND ADVANCE

7549.1

(Revised 1996)

Sacramento Accounting Office will reserve a block of order numbers for the exclusive purpose of tracking E-Fund advances (e.g., ACT 001-100).

**NOTE:** This block of numbers is perpetual and will be issued only upon the request of the Accounting Office after approval has been given by the Chief Deputy for a specific expenditure.

The Accounting Office, after obtaining the order number from ECC, will issue a letter to the requesting region chief or deputy director identifying the assigned number, specified purpose and approved expenditure amount.

The receiving region chief or deputy director must write a letter to the Accounting Office when the indebtedness has been cleared, attaching copies of all supporting documents (SPOs and/or MRTs).

MRTs will be used to abate and charge within the current fiscal year in which the incident occurs, regardless of the original E-Fund advance.

**NOTE:** The credit and abatement will be coded to the incident fiscal year using the "ACT xxx" number for abatement and the current incident number for the charge. **DO NOT CROSS FISCAL YEARS.**

ex. 91-2001-506-00900 5ACT000262 (E-Fund advance credit)

91-2400-506-00900 5SHU001401 (Current incident number)

## RESPONSIBLE FOR CONTROL

7549.2

(Revised 1996)

The receiving region Business Services Officer or Sacramento designee is responsible for the control of this authorization. **It is imperative that this special E-Fund advance be monitored very closely.** This may be done through AFAS using assigned number (ACT xxx) and current incident number. Copies of supporting documents must be forwarded to the responsible person. A file must be established listing the authorized amount, actual purchases and off-setting credits.

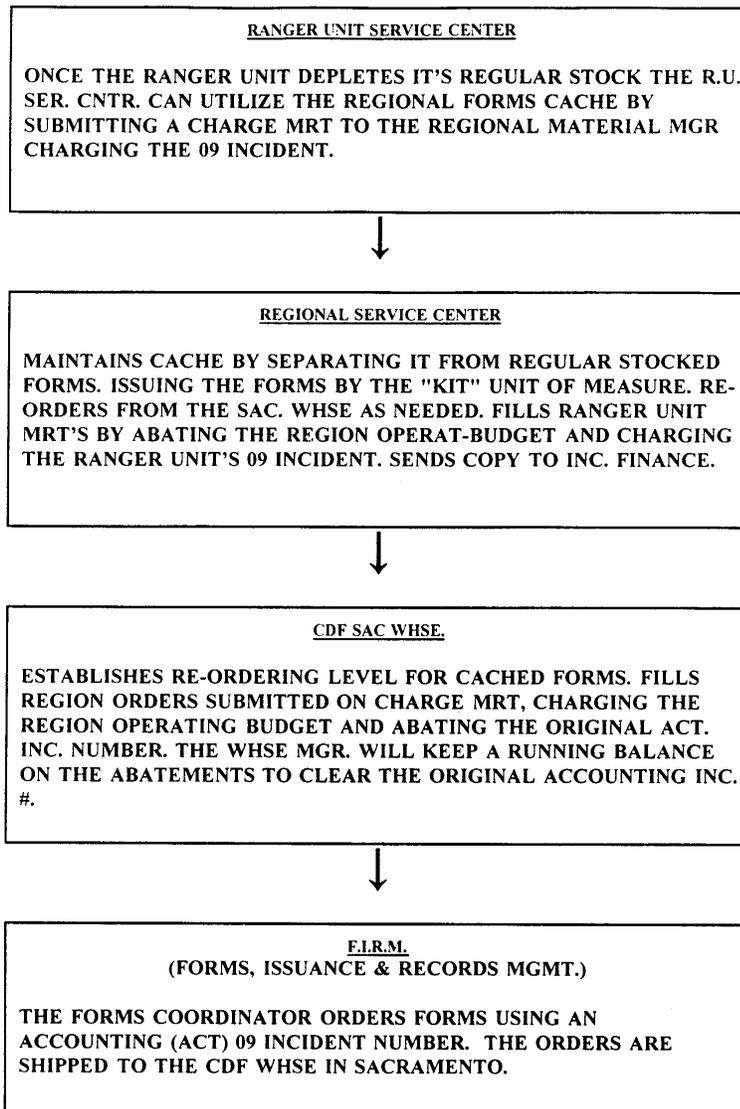
If the E-Fund advance was in 90/91 FY, the Accounting Office and Controllers Office will zero out the indebtedness on paper at the end of the FY. However, the assigned E-Fund advance number will remain active until the advance is cleared. It is conceivable that it could take one or two fiscal years to clear an E-Fund advance.

**NOTE:** Retrograde procedures should follow the established policy as defined in Section 7585 ([see section](#)).

## FLOW CHART FOR CACHED FORMS

7549.3

(Revised 1996)



## PROCEDURES FOR ORDERING CACHE FORMS

7549.4

(Revised 1996)

A forms cache has been established at each regional headquarters. It is to be accessed only after a unit has depleted its regular supply of forms and is involved in an 09 incident. The regional material manager will be responsible for maintaining and issuing the cached forms. The cached forms should be divided into form kits to facilitate issuing and accountability. A cached form kit is considered consumed when it has been issued to an incident and the seal has been broken. The incident is then charged for the cost of the kit(s).

The cost of the form kits will be reflected on charge Material Requisitions or Transfer forms (charge MRT) showing appropriated CalStars coding as well as the incident number.

Each year the unit must order and maintain a normal stock of forms using their operating budget.

The incident supply unit will order forms the Unit service center. The Unit Service center will fill these orders from existing unit stock. When that stock is depleted, the Unit Service Center will order forms from the forms cache held at their regional service center. These forms will be supplied to the incident using the charge MRT process. Specifically, the unit will order them charging the incident and the region service center will fill the order abating regional operating account. These charge MRTs will be held at the regional service center until disposition of the forms kit is known. If the seal on the forms kit is broken it is considered consumed and the incident will be charged for the cost of the kit. At this time the regional service center will process the completed MRT for the forms kit(s) to the incident finance chief to capture the expenditure against the incident.

Region will order replacement forms for forms kits from the Sacramento Warehouse charging their operating. The warehouse person will code the abatement section of the MRT, abating the Accounting Incident Number.

To clear this Accounting Incident Number the Sacramento Warehouse needs to keep a running balance of the abatements to each Accounting Incident Number. When an accounting incident number is completely abated, the next accounting incident number will be used until its cleared, etc.

The Sacramento Warehouse will place orders to the Forms, Issuance and Records Management unit (FIRM) to maintain adequate stocking level. The Forms Coordinator of FIRM will order the forms using a new Accounting Incident Number for each fiscal year and will have the printed orders shipped directly to the Sacramento Warehouse.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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